

BY-LAWS
WOODBURN SCHOOL REDEVELOPMENT COMMISSION

ARTICLE I.
NAME

Section 1. ESTABLISHMENT. The name of this Commission shall be the Woodburn School Redevelopment Commission, as established by ordinance by the City of Morgantown, within Article 162 of its administrative code. Abbreviation of the Commission name shall be "WSRC".

ARTICLE II.
PURPOSE

Section 1. OBJECTIVE. The objective of the Woodburn School Redevelopment Commission shall be to watch over and advise the City Manager and City Council regarding present and future development of the Woodburn School property, including programming, financing of Woodburn School property projects, and operations of the Woodburn School property as a whole.

Section 2. REPORTING. In accordance with Article 156 of the Morgantown City Code, the Commission shall submit annual reports to the City Manager and City Council summarizing its past year's activities and recommendations for the ensuing year.

ARTICLE III.
MEMBERSHIP AND TERMS OF OFFICE

Section 1. MEMBERSHIP. The Woodburn School Redevelopment Commission shall consist of seven members who shall be appointed by City Council. Each of the seven members shall serve for a three-year term. Upon the conclusion of that three-year period, subsequent reappointments will be for terms as follows:

Two members for a one-year term
and
Two members for a two-year term
and
Three members for a three-year term

One member of the Commission shall be a member of the governing body of the City and shall be elected by City Council. The term of the City Council member shall be coextensive with the term of the office to which he or she has been elected or appointed. The Commission will be administered by the City Manager's Office.

Section 2. COMPENSATION. The WSRC shall be a volunteer, non-profit commission. All members shall serve without compensation.

Section 3. VACANCIES. Vacancies shall be filled in the same manner as for appointments to the Commission, but for the unexpired portion of the term only. The office of a member of the WSRC shall become vacant upon his/her death, resignation, removal from office, or failure to attend three consecutive regular meetings of the Commission without being excused by the Commission either before or after such absence.

ARTICLE IV.
OFFICERS AND DUTIES

Section 1. OFFICER POSITIONS. The WSRC shall select from its own membership a chairperson, vice-chairperson, and secretary.

Section 2. OFFICER DUTIES. The duties of the Chairperson shall be to preside at all meetings; to authorize calls for meetings; and to perform all functions pertaining to the office.

The duties of the Vice-Chairperson shall be to assist in the administration of the Chairperson's duties; to substitute for the Chairperson whenever necessary; and to fulfill the duties of the Chairperson should that position be vacated.

The duties of the Secretary shall be to keep a true and accurate account of the proceedings of all meetings; to handle correspondence of the Commission; and to generally perform the duties of a Secretary. The Secretary shall have custody of the minutes and any other records of the Commission.

ARTICLE V.
MEETINGS

Section 1. MEETING DATES AND TIMES. The WSRC shall meet as often as deemed necessary, upon call of the chairperson. All meetings will be subject to the West Virginia Open Government Proceedings Act. Regular meetings are scheduled for the 4th Thursday of every month, starting at 7PM in the Woodburn School Multipurpose Building. Date and time of regularly scheduled meetings may be changed by majority vote by the WSRC, defined as two-thirds of its membership.

Section 2. QUORUM. The presence of five members shall constitute a quorum for purposes of conducting a meeting.

Section 3. RULES OF THE MEETING. All meetings shall be conducted pursuant to Roberts Rules of Order.

ARTICLE VI.
AMENDMENTS

Should the commission desire to amend these by-laws, it must first obtain approval of the same by two-thirds of its membership and thereafter receive approval for such amendment from the City Manager.

WOODBURN SCHOOL REDEVELOPMENT
COMMISSION

CITY OF MORGANTOWN

Date adopted: _____

Date approved: _____

Chairperson

City Manger